

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 31, 2002

ALL COUNTY LETTER NO. 02-14

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CAL-LEARN PROGRAM TEEN PARENT MONTHLY STATUS REPORT [STAT 45 (1/02)]

REFERENCE: ALL COUNTY INFORMATION NOTICE NO. I-72-98, DATED DECEMBER 11, 1998

The purpose of this letter is to transmit the revised Cal-Learn Program Teen Parent Monthly Status Report (STAT 45) form and instructions. The Data Systems and Survey Design Bureau (DSSDB) is in the process of revising its report forms and instructions to incorporate additional format standards. These changes in format will make the forms easier-to-read and understand and will provide more uniformity among DSSDB reports. As a result of implementing the format standards, content and formatting changes have been made to the STAT 45 report form and instructions.

Enclosed are copies of the form and instructions. Additionally, the form and instructions are available on the California Department of Social Services (CDSS) Research and Development Division (RADD) web site located at: <http://www.dss.cahwnet.gov/research/>.

This report continues to be due on the 20th calendar day of the month following the report month. Therefore, the first revised report, January 2002, is due on or before February 20, 2002. Fax or mail reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

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If you have questions regarding completion of this form, please contact Kathi Nakashima of the Data Systems and Survey Design Bureau at (916) 651-8269. Program related questions should be directed to your Cal-Learn Program analyst. If you do not know your program analyst, please call (916) 657-4249.

Sincerely,

***Original Document Signed By
Lois VanBeers on 1/31/02***

LOIS VANBEERS
Deputy Director
Research and Development Division

Attachments

Cal-Learn Program

Teen Parent Monthly Status Report

SEND ONE COPY OF THIS REPORT TO:
California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

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CONTACT PERSON (Print)	TELEPHONE ()	DATE COMPLETED
TITLE/CLASSIFICATION	FAX ()	

**CAL-LEARN PROGRAM
TEEN PARENT MONTHLY STATUS REPORT
STAT 45 (1/02)**

INSTRUCTIONS

CONTENT

The monthly STAT 45 report contains statistical information on the number of Cal-Learn teen parents, including those who were exempt, deferred, sanctioned and discontinued during the month. It includes data on the number of teen parents who were either issued a bonus payment or a sanction and the reasons. It also provides the number of teen parents who were issued a payment for transportation or ancillary expenses.

This monthly report is designed to capture data on Cal-Learn teen parents. Child care data for these individuals is not included on this report since it is gathered on the "Child Care Monthly Report," State form CW 115.

PURPOSE

This report provides county, state and federal entities with information needed for budgeting, staffing, program planning, and other purposes.

DUE DATE AND CONTACT

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or by outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 20th calendar day of the month following the report month. Fax or mail reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

Report data and the report's form and instructions are available on the California Department of Social Services (CDSS), Research and Development Division (RADD) web site at:
<http://www.dss.cahwnet.gov/research/>. Copies may be printed from the web site.

If you have questions regarding this report, contact Data Systems and Survey Design Bureau (DSSDB) at (916) 651-8269.

GENERAL INSTRUCTIONS

Enter in the boxes provided near the top of the form the county name and the report month and year.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

Enter in the boxes at the end of the form the name, job title or classification, telephone and fax number of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

DEFINITIONS

The following definitions are to be used when completing the STAT 45 (1/02). Whenever possible, regulatory cites from the Manual of Policy and Procedures (MPP) have been provided so that if additional information regarding the definition is needed, it can be referenced.

Adequate progress (MPP 42-762.3a(1)): Making a “D” (1.99) or higher grade point average on a report card.

Ancillary expenses (MPP 42-762.3a(2)): Expenses that are a direct result of a teen parent attending an educational program. This includes, but is not limited to, schoolbooks, General Education Diploma (GED) testing costs, laboratory fees, etc.

Bonus (MPP 42-762.3b(1)): A payment of money that is made as part of the Assistance Unit’s (AU) cash aid for teen parents making satisfactory progress in the education program they are attending or for completing the education program they were attending. Payments are:

- \$100 (MPP 42-762.22 & MPP 42-766.631) for satisfactory progress, or
- \$500 (MPP 42-762.23 & MPP 42-766.81) for completing the education program.

Completing an education program includes passing the GED examination, attaining a California High School (HS) certificate of proficiency, earning a HS diploma or its equivalent.

Note: A teen parent cannot receive a \$100 and \$500 bonus during the same report card period (MPP 42-769.124(a)).

Cal-Learn case: For statistical reporting purposes, a Cal-Learn case is considered a case when the Cal-Learn Registration/Program Information Notice (CL 1) is sent.

Cal-Learn case management services (MPP 42-766): Cal-Learn case management services described in regulations.

Deferred (MPP 42-762.3d(1)): A teen parent is not required to participate in the Cal-Learn Program because he/she meets any of the deferrals listed in regulations (MPP 42-763.3). A deferred teen parent receives Cal-Learn case management services, if available, but is not subject to sanctions, eligible for bonuses or supportive services.

Deferrals (MPP 42-763.3): Deferrals shall be granted by the CWD if the teen parent:

- Needs supportive services under Section 42-765 which are temporarily not available.
- Cannot be provided case management services.
- Has a special need that substantially deprives the teen parent’s ability to meet program requirements or be successful in earning a high school diploma or its equivalent, and the special need cannot be addressed.
- Has been prescribed a period of time for postpartum recovery after the birth of a child by a physician.

Discontinued: A discontinuance is reported when a teen parent:

- Earns a HS diploma or equivalent. For purposes of this program, a HS equivalency shall include but not be limited to a GED, or the California HS certificate of proficiency, or
- Is no longer a custodial parent or the pregnancy no longer exists, or
- Attains age 19 or if a voluntary participant turns age 20, or
- Moves to another county, or
- Leaves the CalWORKs Cash Aid Program, or
- Is discovered to have been erroneously referred to Cal-Learn.

DEFINITIONS CONTINUED

Exempt (MPP 42-762.3e(1)): An individual who is not required to participate in the Cal-Learn Program because he/she meets any of the exemptions listed in regulations (MPP 42-763.2). An exempt individual receives no Cal-Learn case management services and is not subject to sanctions or eligible for bonuses.

Exemptions (MPP 42-763.2): Exemptions shall be granted by the CWD if an individual:

- Has a serious illness, injury or incapacity that prevents the teen parent from meeting the Cal-Learn Program requirements or enrolling in school and attending full-time under Section 42-763.71 for a period of more than three months.
- Is expelled from school and enrollment in any alternative school cannot be arranged.
- Needs Cal-Learn Program paid child-care and/or transportation in order to meet Cal-Learn Program requirements and the service is not available for a period of three or more months.
- Cannot receive payment for child care or transportation expenses due to lack of program funding.
- Is eligible for Aid to Families with Dependent Children (AFDC)-Foster Care (FC) and payment is being made on behalf of the individual.

Sanction (MPP 42-762.3s(1)): The reduction in the cash aid payment for the AU is based on Cal-Learn sanction criteria. Sanctions occur when without good cause:

- A teen parent fails to demonstrate adequate progress (MPP 42-766.633), or
- A teen parent's report card is not submitted as required (MPP 42-766.643), or
- A teen parent's report card is submitted late (MPP 42-766.642).

Satisfactory progress (MPP 42-762.3s(2)): Making at least a "C" (2.0) grade point average on a report card.

Teen parent (MPP 42-762.3t(1)): An individual participating in the Cal-Learn Program. To be a participant, an individual must:

- Be a CalWORKs Cash Aid recipient under the age of 19 or 19 years of age as a Cal-Learn volunteer; and
- Not have obtained a high school diploma or its equivalent; and
- Reside with his/her child in the same AU; or
- Be pregnant; and
- Have been notified of the Cal-Learn Program under Section 42-764.1; and
- Not be exempt from participation.

Teen parent status (also referred to as Cal-Learn status): Nonexempt or deferred from the Cal-Learn Program. Teen parents cannot be reported as both nonexempt and deferred during the month.

Transportation expenses (MPP 42-750.112): Reasonable transportation costs associated with getting to or coming from a Cal-Learn assignment. This includes transportation costs that arise when the individual drops off and picks up his/her own child.

ITEM INSTRUCTIONS**PART A. TEEN PARENT STATUS**

Part A summarizes data on the number of teen parents who hold either a nonexempt or deferred status during the month. Teen parents may not be reported as both nonexempt and deferred during the month.

1. Teen parents whose Cal-Learn status was carried forward from last month (Item 1a plus or minus Item 1b): [Cell 1]

- a. Item 6 from last month: Enter Item 6, Teen parents carried forward to next month, **from last month's report**. [Cell 2]

ITEM INSTRUCTIONS CONTINUED

PART A. TEEN PARENT STATUS (CONTINUED)

- b. Adjustment to Item 1a (Positive or negative number) (Explain in Comments): If Item 6, Teen parents carried forward to next month, **from last month's report** equals Item 1 this month, enter zero (0) to indicate no adjustment was needed. If Item 6 last month does not equal Item 1 this month, enter a positive or negative adjustment. If an adjustment was necessary, indicate the **reason in the Comments section**. [Cell 3]
2. Teen parents assigned a Cal-Learn status during the month: Enter the number of teen parents who were assigned either a nonexempt status (i.e., individuals that the CWD has determined are required to participate including intercounty transfers) or a deferred status this month. A teen parent may be reported as nonexempt or deferred for the month but cannot be reported as both nonexempt and deferred for the month. [Cell 4]
3. Total teen parents with Cal-Learn status during the month (Item 1 plus Item 2): Enter the sum of Item 1 and Item 2. [Cell 5]
4. Teen parents who became exempt during the month: Enter the number of teen parents reported in Item 3 who lose either their nonexempt or deferred status and become exempt from the Cal-Learn program this month. This item is an unduplicated count. If a county grants a teen parent an exemption for more than one reason, the county is to report only one exemption count in this item. [Cell 6]
5. Teen parents who were discontinued during the month: Enter the number of teen parents reported in Item 3 who lose either their nonexempt or deferred status this month because they are discontinued from the Cal-Learn Program this month. This item is an unduplicated count. If a county discontinues a teen parent from the Cal-Learn Program for more than one reason, the county is to report only one discontinuance in this item. [Cell 7]
6. Teen parents carried forward to next month (Item 3 minus Item 4 minus Item 5): Enter the number of teen parents who carry their status forward to the next month. Entry will equal Item 3 minus Item 4 minus Item 5. [Cell 8]

PART B. REASONS FOR EXEMPTION

Part B is designed to capture ongoing unduplicated data on the reason an individual is granted an exemption from the Cal-Learn Program. If the individual is granted an exemption for more than one reason, report only one reason. Counties may use their discretion when determining which reason to report. Also, since ongoing exemption counts are needed to complete this part, counties must keep a month-to-month cumulative count of all exempt individuals (i.e., exempt individuals reported in one month who continue to hold their exemption the following month would be reported in that month as well).

An individual may be granted an exemption prior to attending orientation or at orientation. The point where exemptions are determined is dependent on how a county has organized its program. Regardless of when the exemption is determined, counties must report all individuals who are exempt from the Cal-Learn Program.

Note: Since Part B captures data on all exempt teen parents and Item 4 provides counts on exemptions granted this month, Item 4 will be contained in Item 7.

ITEM INSTRUCTIONS CONTINUED**PART B. REASONS FOR EXEMPTION (CONTINUED)**

7. Teen parents in exemption status during the month (Items 7a through 7e): Enter the total number of teen parents who have been determined exempt from the Cal-Learn Program. Since Item 4 represents only new exemptions, and Item 7 represents both new and continuing exemptions, Item 4 can never be greater than Item 7. Also, this entry will equal the sum of Items 7a through 7e. *[Cell 9]*
- Illness, injury, or incapacitated: Enter the number of teen parents who are exempt from Cal-Learn because of verifiable illness, injury or an incapacity. *[Cell 10]*
 - Expelled: Enter the number of teen parents who are exempt from Cal-Learn because they are expelled from school and enrollment in any alternative school cannot be arranged. *[Cell 11]*
 - Supportive services unavailable (3 months or more): Enter the number of teen parents who are exempt from Cal-Learn because they need Cal-Learn paid child care and/or transportation in order to meet program requirements but the service is unavailable for three or more months. *[Cell 12]*
 - Funding related problems (child care/transportation): Enter the number of teen parents who are exempt from Cal-Learn because they cannot receive payment for child care or transportation expenses due to lack of program funding. *[Cell 13]*
 - CalWORKs-FC: Enter the number of teen parents who are exempt from Cal-Learn because they are eligible for CalWORKs-FC and payment is being made on behalf of the individual. *[Cell 14]*

PART C. REASONS FOR DEFERRAL

Part C is designed to capture ongoing unduplicated data on the reason a teen parent is granted a deferral from Cal-Learn. For reporting purposes, if a teen parent is granted a deferral for more than one reason, report only one reason for granting the deferral. Counties may use their discretion in choosing which deferral to report.

Like Item 7, this part captures ongoing/cumulative deferral counts (i.e., deferred individuals reported in one month who continue to hold their deferral the following month would be reported in that month as well).

8. Teen parents in deferral status during the month (Items 8a through 8d): Enter the total number of teen parents who are currently deferred from the Cal-Learn Program. Since Item 3 is the sum of teen parents who are either nonexempt or deferred, and this item represents only deferred teen parents, this item can never be greater than Item 3. *[Cell 15]*
- Supportive services temporarily unavailable: Enter the number of teen parents who are in deferral status because the supportive services under MPP 42-750 are temporarily unavailable. *[Cell 16]*
 - Case management services unavailable: Enter the number of teen parents who are in deferral status because they cannot be provided case management services. *[Cell 17]*
 - Special needs: Enter the total number of teen parents who are in deferral status because they have a special need which cannot be addressed and this need substantially deprives the teen parent's ability to meet program requirements or be successful in earning a HS diploma or its equivalent. *[Cell 18]*
 - Postpartum recovery: Enter the total number of teen parents who are in deferral status because they have been prescribed a period of time for postpartum recovery by a physician after the birth of a child. *[Cell 19]*

ITEM INSTRUCTIONS CONTINUED**PART D. REASONS FOR DISCONTINUANCE**

Part D is designed to capture unduplicated data on the reason either a nonexempt or an exempt teen parent is discontinued from Cal-Learn. For reporting purposes, if a teen parent leaves the program for more than one reason, report only one reason. Counties may use their discretion in choosing which one of the reasons they will report.

Note Part D is intended to record the reason why teen parents reported in Item 5 were discontinued from Cal-Learn. Therefore, Item 9 will equal Item 5.

9. Teen parents discontinued during the month (Items 9a through 9i) (Same as Item 5): Enter the total number of teen parents who were discontinued this month. Entry will equal the sum of Items 9a through 9i. *[Cell 20]*
 - a. Earned a High School (HS) diploma or equivalent: Enter the number of teen parents who were discontinued because they earned a HS diploma or equivalent. *[Cell 21]*
 - b. No longer pregnant or custodial parent: Enter the number of teen parents who were discontinued because they are no longer pregnant or no longer a custodial parent. *[Cell 22]*
 - c. Attained age 20: Enter the number of teen parents who were discontinued because they attained age 20. *[Cell 23]*
 - d. County transfer: Enter the number of teen parents who were discontinued because they transferred to another county. *[Cell 24]*
 - e. No longer receiving aid: Enter the number of teen parents who were discontinued because they are no longer receiving aid. *[Cell 25]*
 - f. Erroneously referred to Cal-Learn: Enter the number of teen parents who were discontinued because they were erroneously referred to Cal-Learn. *[Cell 26]*
 - g. Age 19, chose not to continue: Enter the number of teen parents who were discontinued because they chose not to continue participating in Cal-Learn. *[Cell 27]*
 - h. Age 19, not eligible to volunteer to continue participating: Enter the number of teen parents who were discontinued because they were not eligible to volunteer to continue participating in Cal-Learn. *[Cell 28]*
 - i. Other: Enter the number of teen parents who were discontinued for reasons not listed above. *[Cell 29]*

PART E. EARNED BONUS OR RECEIVED SANCTION

Part E is designed to capture unduplicated data on those teen parents reported in Item 3 who are issued a bonus or who are sanctioned because they did not meet Cal-Learn program requirements. Data reported in this part excludes teen parents who are deferred from Cal-Learn because they are not subject to sanction nor are they eligible for bonuses. Note that teen parents cannot be issued a \$500 graduation bonus and a \$100 bonus for satisfactory school progress for the same report card period (MPP 42-769.124(a)). Also, since a teen parent's sanction is spread over two months, report a person count only for the initial month of the sanction.

ITEM INSTRUCTIONS CONTINUED**PART E. EARNED BONUS OR RECEIVED SANCTION (CONTINUED)**

10. Teen parents issued bonus payment during the month (Item 10a plus Item 10b): Enter the total number of teen parents who were issued a bonus this month. This entry will equal the sum of Items 10a and 10b and will not be greater than the difference between Items 3 and 8. *[Cell 30]*
- Teen parents issued \$100 bonus during the month because report card showed satisfactory progress: Enter the number of teen parents who were issued a \$100 bonus this month because they showed satisfactory progress in the education program where they were enrolled. *[Cell 31]*
 - Teen parents issued \$500 bonus during the month because they earned HS diploma or equivalent: Enter the number of teen parents who were issued a \$500 bonus this month because they earned a HS diploma or equivalent. *[Cell 32]*
11. Teen parents sanctioned during the month (Items 11a through 11c): Enter the total number of teen parents who were sanctioned this month because they did not meet Cal-Learn Program requirements. Report a person count only for the initial month of the sanction. The entry in this item will equal the sum of Items 11a, 11b, and 11c. *[Cell 33]*
- Teen parents sanctioned during the month because report card showed less than adequate progress: Enter the number of teen parents who were sanctioned (\$100) this month because they made less than adequate progress in the education program where they were enrolled. Report a person count only for the initial month of the sanction. *[Cell 34]*
 - Teen parents sanctioned during the month because report card was not submitted: Enter the number of teen parents who were sanctioned (\$100) this month because the teen parent did not submit a report card as required by Cal-Learn Program requirements. Report a person count only for the initial month of the sanction. *[Cell 35]*
 - Teen parents sanctioned during the month for submitting a late report card without good cause: Enter the number of teen parents who were sanctioned (\$50) because, without good cause, they submitted a report card (either with adequate or better progress or with good cause for less than adequate progress) outside the time frames required by the Cal-Learn Program. Report a person count only for the initial month of the sanction. *[Cell 36]*
12. Dollar value of sanctions issued during the month: Enter the total dollar amount of the sanctions that were applied this month (round total to the nearest dollar). For example, in February an AU is eligible for a grant of \$35. The teen parent's apportioned sanction amount is \$50. Since the grant amount is less than the apportioned sanction amount, the grant will be zero. The sanction amount collected and reported in Item 12 would be \$35. Amounts are to be reported in the months that the grant was impacted. *[Cell 37]*

PART F. ISSUED PAYMENT FOR TRANSPORTATION/ANCILLARY EXPENSES

Part F is designed to capture unduplicated data on those teen parents (deferred teen parents are ineligible for services) who are issued payment for transportation and/or ancillary services this report month. Note: For reporting purposes, if a teen parent is issued multiple payments for the same type of service in the same month, count the teen parent only once in that month. For example, if a teen parent is issued two payments for transportation and one payment for ancillary services in the same month, he/she would be reported once in Item 13 and once in Item 14 for that month.

ITEM INSTRUCTIONS CONTINUED**PART F. ISSUED PAYMENT FOR TRANSPORTATION/ANCILLARY EXPENSES (CONTINUED)**

13. Teen parents issued payment for transportation expenses during the month: Enter the total number of teen parents who were issued payment for transportation expenses this month. *[Cell 38]*
14. Teen parents issued payment for ancillary expenses during the month: Enter the total number of teen parents who were issued payment for ancillary expenses this month. *[Cell 39]*

COMMENTS

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries from Part A, 1b.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.